

Review Your Statement of Earnings and Leave!

Your paycheck is important to you, isn't it? Every pay period, the National Finance Center (NFC) – USDA's central payroll facility – produces a valuable and informative document for you – your Statement of Earnings and Leave. It shows your salary and leave information for the pay period, including your gross pay, all deductions withheld, and current and projected leave balances. Your Statement of Earnings and Leave is available electronically on your Employee Personal Page (EPP), which is part of NFC's website. The EPP is a secure website where you can view and print your Statement of Earnings and Leave, and use the system's other features to make changes to your pay, such as your tax withholdings, financial allotments, Thrift Savings Plan contribution amount, savings bonds, etc.

To access your EPP, go to <https://www.nfc.usda.gov/> and click on the "My EPP" icon. You will also need a password, which NFC automatically mails to new employees about 5 business days after their appointment paperwork has been processed. Current employees who haven't used the EPP or who have lost or forgotten their password may request a password at the EPP website. (If you do not have access to a computer with Internet capability at your work site, you may request to have your Statements of Earnings and Leave mailed to your home address. Instructions for preparing and submitting such requests can be found in MRP Directive 4501.1 at http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4501/4501toc.shtml

It is important that you take a few minutes to review your Statement of Earnings and Leave each pay period to be sure that the deductions made from your salary payment are accurate, especially if you have transferred from another Federal agency/payroll office, or if you have recently made a change which would affect your pay, such as:

- Health Benefits election
- Life Insurance election
- Thrift Savings Plan contribution
- Federal and State Income Tax Withholding
- Savings bond election or change
- Charitable contributions
- Deposits to financial institutions
- Union or other association/membership dues
- TSP Loan repayments
- Federal Long Term Care insurance premiums
- Flexible Spending Account Deductions
- Federal Dental and/or Vision Insurance premiums

In addition to the above, your Statement will show required deductions for:

- Retirement coverage, if you are eligible (CSRS, CSRS Offset, or FERS)
- Social Security (FICA) if you are covered by CSRS Offset or FERS, or if you are not eligible for other retirement coverage
- Medicare Tax

Servicing Personnel and Payroll offices do their best to correctly enter documents into the NFC system, but mistakes do happen. If errors are reported quickly, it is relatively easy to correct them. If the error continues for an extended period of time, the effect on the employee can be disastrous. Each employee has the responsibility to review the Statement of Earnings and Leave for accuracy each pay period and to promptly call any errors to the attention of the servicing personnel office.

If you have any questions after reviewing your Statement, please do not hesitate to call your Human Resources Operations (HRO) at 612-336-3281, so that your questions can be directed to the appropriate staff member. Those few minutes could save you money and trouble.

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